



ACCESSIBILITY ADVISORY COMMITTEE

TERMS OF REFERENCE

1. PREAMBLE

The Province of BC recently enacted legislation which requires local governments to establish an accessibility committee, develop an accessibility plan, and implement a mechanism for obtaining feedback on accessibility. At the meeting on March 13, 2023, Council approved the development of the committee terms of reference prior to the establishment of the accessibility advisory committee.

The committee will be tasked with providing advice to Council on the development of an accessibility plan to identify, remove and prevent barriers to individuals who are interacting with or in the Village of Ashcroft. The principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design must be considered in conjunction with the development and review of the accessibility plan. The plan must be adopted by September 1, 2023.

2. PURPOSE

2.1 The purpose of the Accessibility Advisory Committee is to:

- (a) assist with identifying barriers to individuals in or interacting with the Village of Ashcroft in accordance with the *Accessible BC Act*;
- (b) provide advice on how to remove and prevent any identified barriers;
- (c) provide input on the development of an accessibility plan;
- (d) provide advice on mechanisms to receive public feedback on accessibility;
- (e) provide advice on any matters referred to the Committee by Council or Village staff.

3. STRUCTURE/OPERATIONS

3.1 The Accessibility Advisory Committee will consist of a minimum of 5 members who will be appointed by Council based on their experience and credentials, and to the extent possible, include representation as follows:

- (a) at least half of members to be persons with disabilities, or individuals who support, or are from organizations that support, persons with disabilities;
- (b) members that reflect the diversity of persons with disabilities in British

- Columbia;
- (c) at least one Indigenous Person;
- (d) members that reflect the diversity of persons in British Columbia; and
- (e) one member of Council; and
- (f) one staff member.

- 3.2 CAO or designate are to chair all AAC meetings
- 3.3 A majority of the members will constitute a quorum.
- 3.4 A Committee meeting will be convened upon the appointment of members. The purpose of the inaugural meeting will be to review the Terms of Reference, establish a meeting schedule and establish preliminary requirements.
- 3.5 The Committee will operate on a consensus basis. Where consensus cannot be reached, decisions will be made according to the Council Procedures Bylaw and Roberts' Rules of Order.
- 3.6 Committee members serve without remuneration but may be eligible to have reasonable expenses reimbursed with prior written approval of the Chief Administrative Officer.
- 3.7 Meetings will be held quarterly at 9am on the third Thursday every third month beginning in May of 2026. All meetings will be open to the public unless otherwise permitted in accordance with the *Community Charter*.
- 3.8 Members will be appointed for a two-year term but serve at the pleasure of Council.

4. STAFF SUPPORT

- 4.1 Village staff will book meeting space and coordinate the preparation and distribution of agendas.
- 4.2 Village staff will attend meetings to record key decisions and discussion points. Minutes will be provided to the Chair for distribution to members.
- 4.3 Village staff will assist with formatting Committee reports to Council.
- 4.4 Village staff may provide professional or technical advice.

5. DELIVERABLES

- 5.1 The Committee will provide advice to Council on the development of an Accessibility Plan to identify, remove and prevent barriers to individuals in, or interacting with the Village of Ashcroft. The Plan must be adopted by September 1, 2023.
- 5.2 The principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design must be considered in conjunction with the development and review of the Accessibility Plan.

6. REFERENCE DOCUMENTS

- 6.1 Council Procedure Bylaw No. 834, 2020.
- 6.2 Community Charter
- 6.3 Accessible British Columbia Act